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*Submission
June 59, 1948*

OVER-ALL STATEMENT OF FUNCTIONS OF CIA ARCHIVES

1. Receives all administrative documents entering and leaving the Agency, prepares and maintains the control record for that portion of documents as necessary, determines the proper routing for all documents, prepares them for mailing, and operates the central file for the Agency.
2. Maintains the record copies and supply of extra copies of CIA - produced intelligence information reports, maintains the distribution control, reproduces and distributes additional copies of these reports as directed by the Dissemination Branch.
3. Serves the Agency as its Records Administrator, providing staff advisory services to all offices on records control procedures, records preparation, filing methods, filing supplies and equipment and provides instructional service to personnel on efficient filing procedures.
4. Serves the Agency as its Archivist. Directs the program of records preservation and disposal as required by law. Serves as the liaison with the National Archives and with other Agencies as required. Maintains the Agency Archives for inactive administrative and intelligence records of continuing value.
5. Serves as the Top Secret Control Office for the Agency and as the custodian of Registered Documents. Serves as the Office of Record for such documents or designates other activities as Offices of Record, charging them with the responsibility for maintaining the Record Copy of documents. Maintains overall control, devises adequate control procedures for all offices to follow and makes inspections to insure compliance. Designates Alternate Top Secret Control Officers throughout the Agency. Approves all designations of Assistant Top Secret Control Officers. Maintains records of CIA Alternate and Assistant Top Secret Control Officers.
6. Operates the inactive records center for administrative and intelligence records of transitory value and provides storage and issue service for materials available for distribution.

INTRODUCTION:

During the infancy of CIA greater emphasis must be placed on the current rather than the archival aspects of records administration. Of first concern is efficiency in the preparation, processing and filing of records. As work of the Agency progresses these responsibilities continue but added are the requirements for systematic retirement of unneeded records and preservation of inactive records of continuing administrative value or historical interest. In line with these requirements the request is made for an Archivist position AG-5, for the Fiscal Year 1964, to be filled instead of the existing GS-4 position for the chief of the Division. The GS-4 position is carried over as a possible alternate position if it should become apparent that the larger responsibilities have not sufficiently developed at that time.

Within the Office of the Chief of the Division the request is made for the establishment of a GS-7 position to replace a GS-4 position as head of the Executive Registry. The Executive Registry has two basic responsibilities. It serves as the registry and message center for the top civilian offices of CIA and it performs a special type of administrative assistant duty. The latter task includes the screening of all incoming and outgoing communications and the preparation of a daily summary of actions affecting these high-ranking offices. For the Fiscal Year 1965 these responsibilities will be greatly increased and justify a higher grade.

SECRET CIA LIBRARY, JC

OFFICE OF THE CHIEF

CIA ARCHIVES DIVISION

1. Serves as the Records Administrator for CIA. Develops and directs the records administration program, develops and assists in establishing efficient filing procedures and systems. Provides instructional service on efficient filing techniques. Designates Offices of Record for active records of CIA.

2. Receives all administrative documents including Top Secret outgoing and incoming CIA, maintains central control of these records, routes them to offices for action and information, and operates the CIA central file.

3. Serves as the CIA Top Secret Central Officer and as the CIA Custodian of Registered Documents. Designates all alternate and instant Top Secret Central Officers, all Area Custodians of Registered Documents, and designates Area Top Secret Central Officers. Receives for and dispatches all Top Secret and Registered intelligence and administrative documents. Maintains continuous control over all copies of these documents through Area Central offices, requiring periodic inventories of Registered Documents and receiving complete logs from Area Top Secret Central Officers showing the disposition of all documents. Inspects to insure compliance with pertinent regulations. Directs the Top Secret Courier on trips both inside and outside of CIA.

4. Serves as the Archivist for CIA and as its liaison with the National Archives on records preservation and disposal. Administers the CIA Archives for permanently valuable records and the Innovative Records Center for ephemeral records. Provides storage and issues for copies of administrative and intelligence publications.

Administrative Records

Records Management

Top Secret Central

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~~ON CALLING, AND~~

~~CIA ACTIVE DIVISION~~

~~INTRODUCTION~~

~~SCOPE OF THE GUIDE~~

The CIA Archives Division has responsibilities for records of CIA both as active and as archival documents. The Division Chief is at one time the CIA Records Administrator, the Top Secret Control Officer, Custodian of Registered Documents and the CIA Archivist. In all of these related tasks the Division's responsibilities are Agency-wide. The Division makes available to all activities in the receipt, control, distribution and eventual disposition of administrative documents below Top Secret and both intelligence and administrative Top Secret and Registered documents. It renders through the Executive Registry a single registry and reference service to the Director of CIA and his top civilian assistants.

The duties of the CIA Archives Division are divided among the three Section as explained in more detail in the following paragraphs.

~~ADMINISTRATIVE RECORDS SECTION~~

The Administrative Records Section is responsible for the receipt and disposal of all administrative documents below Top Secret entering and leaving the Agency; for the proper routing of incoming documents on the basis of subject content; for assuring that outgoing documents are in proper format and otherwise correct for disposal; for the operation of the central control of administrative documents; for the operation of the central file of administrative documents; and the operation of a microphotograph project; for the preparation, distribution, and filing for record and surplus copies of all prepared intelligence information reports; and for maintenance of storage and know services for surplus copies of other publications.

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RECORDS MANAGEMENT SECTION:

This Section provides the staff to carryout the duties of the CIA Records Administrator and CIA Archivist, making analyses of records procedures and recommending efficient procedures for records preparation, control and use throughout CIA. The Section makes surveys of records to effect systematic retirement and disposal of records no longer active. It operates the CIA Archives for inactive records of permanent value and the Inactive Records Center for ephemeral records. The Section serves as the operational liaison with the Section Archives on records disposal matters.

TOP SECRET CONTROL SECTION:

This Section is responsible for the review, control and disposition of Top Secret intelligence and administrative documents and for controlling all registered documents. It has the responsibility for recording storage and issue services to all CIA offices and preparing periodic inventories of registered documents. The Section maintains continuous control over all Top Secret documents through Area Top Secret Control Offices which control the disposition of all copies of documents processed by them.

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Next 5 Page(s) In Document Exempt

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900290001-9

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LITERACY BRANCH

ARCHIVES DIVISION

Jan. 19 1973 *AB*
FUNCTIONS: To develop and direct the program of records administration throughout the Agency, providing staff advisory service to all offices on efficient procedures for the preparation, control, transmission, filing and disposition of records as required by law, Executive Order and Agency regulations. To assist in the development and conduct of training programs for records personnel.

2. To direct the program of records preservation and disposal as required by law. To determine the archival value of records and segregate ephemeral records from those of permanent value. To operate the Agency Archives and storage centers for inactive records. To maintain control records of all inactive records transferred to the National Archives, stored by the Agency or destroyed. To serve as the liaison with the National Archives and with other agencies as needed on matters of records administration. To advise on downgrading of security classifications, especially as such classifications affect the control and storage of documents.
3. To receive all administrative documents entering and leaving the Agency, to maintain proper controls and to dispatch documents to offices for action and information. To file documents in accordance with the Uniform Filing Manual, to maintain subject indexes and to operate the Agency central files. To advise Inspection and Security of matters having a potential effect on records security and economy of operation.
4. To establish and operate a microfilming unit to speed the processing of documents, reduce storage space requirements and to provide insurance against loss of records by disaster.
5. To develop procedures for and to direct the control of Top Secret and Registered Intelligence and administrative documents. To establish Area control offices to receive, control and transmit these documents. To designate, with approval of Inspection and Security, Alternate and Assistant Top Secret Control Officers and Area Custodians of Registered Documents. To maintain rosters of all Top Secret Control Officers and make periodic audits of the continued need for individual designations. To maintain continuous control over these documents through the Area Control Offices. To maintain the central record file and extra copy files of these documents and to provide subject indexes for assistance in searching for documents as requested.
6. To maintain the stock and stock record of copies of documents stored for supplemental distribution. To operate storage areas for these documents and distribute copies as authorized.

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ARCHIVES DIVISION

COORDINATING:

1. Serves as the liaison between the Agency and the National Archives on matters of records administration, including disposal of records, transfers to the National Archives, and placing of restrictions on the use of Agency records stored by the National Archives. Establishes lines of direct communication between portions of the Agency and segments of the National Archives to facilitate Agency research.
2. Serves as the liaison with other agencies of the Federal Government on matters of Top Secret Control and on other matters of records administration as may be necessary.
3. Works closely with the Management Office on development of procedures involving any phase of records administration, including staffing, training, selection of standards for equipment, special types of office machinery or equipment, working conditions, forms design and the writing of administrative issuances affecting record-keeping.
4. Advises the Chief, Inspection and Security of conditions affecting security or other matters within his scope of interest.
5. Advises the Procurement Division, Services Office on the selection and purchase of unusual types or quantities of items for record-keeping purposes. Advises on the setting of standards for filing supplies and equipment.
6. Advises the Space Office on the allocation of space for current and non-current records.

ACCOMPLISHMENTS:

1. The Division's accomplishments are partly revealed in terms of statistics. Records covered in the number of service requests answered have increased from the earliest monthly total of 115 requests to a high of 373 requests, or 222% increase. Or using a three-months average, the increase has been from a low average of 138 requests a month to 330 requests for the last quarter of the year. During this period there was an increase in the number of employees on duty from [redacted] with additional manpower supplied by extra assignments. However, the volume of back-log of work has rapidly increased until it far exceeds the ability of the present staff to consume.
2. The number of documents processed has also increased, but these figures cannot be combined into Division totals as can the number of requests. For the Administrative Records Section the number has increased from the beginning of 1947 when records were first available, of 751 documents a month, to a peak of 2085 a month during the first six months of 1948. A reorganization took place at that time so that proved further increase [redacted] eliminated. The average for the last six months of 1948

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ARCHIVES DIVISION

Accomplishments (continued)

amounted to 1062 items per month. Again the volume has shown an increase so that the average number reached 1482 for the last six months of the Fiscal Year.

3. The work-load of the Top Secret Section in terms of the number of documents handled has increased from an average of 147 per month during the first half of the Fiscal Year to an average of 342 documents per month during the last half of the Fiscal Year. For the single month of May 1949 the total reached 876 documents.

4. The Records Management Section, operating without a staff, has accumulated 5,000 cubic feet of records, occupying 3,600 square feet of floor space. Approximately 1,700 cubic feet of records have been disposed of by transfers or destruction.

5. The Division has assumed responsibility for many groups of records which were not considered in the estimates submitted for the Fiscal Year 1949. These include: Storage and issue of all JASIS, TIBB and TUB publications; Maintenance of records/ copies of these publications; maintenance of less active portion of intelligence reports produced by CIA; maintenance of files of applications for employment; and maintenance of several other groups of records which are currently less active. The Division has assumed the work of the OCD Area Top Secret Control Office which was formerly the responsibility of the Reference Division, and which required the services of two employees. The responsibility for authorizing access to records of the U. S. Strategic Bombing Survey located at the National Archives has been passed to the Division.

6. Considerable preliminary work has been done toward installing uniform practices in various files, in establishing copies of record and in making use of the Uniform Filing Manual.

7. The rapid increase in the volume of records has made it necessary to plan for the use of microfilm or other means of space reduction on a larger scale. Plans have been laid for the taking of copies of certain types for storage in a separate location as a safety measure.

8. A limited amount of instruction has been given various filing groups in correct filing procedures. This work will be advanced when Records Analysts are available.

9. The first of the records Disposal Schedules has been approved. Instructions to several field installations have been given as to the disposition of portions of their records.

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Approved For Release 2006/04/13 : CIA-RDP70-00211R000900290001-9

Page 4

ODP

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ARCHIVES DIVISION

OBJECTIVES FOR FISCAL YEAR 1951:

1. Installation of a vigorous program of microfilming for the reduction of space and to provide duplicate records of particular significance for separate storage as insurance against loss.
2. Improvement in the speed and efficiency in the processing of TOP SECRET documents. Development of procedures for the maintenance of more adequate controls over these documents and use of machine techniques for maintaining records of receipt and dispatch.
3. Regular series of training for record personnel in the various offices.
4. Establishment of official files and installation of the Uniform Filing Manual.
5. Development of standard practice manuals for filing operations.
6. Development of procedures for systematic downgrading of security classifications.
7. Development of complete inventories of records for the purpose of establishing comprehensive records retirement and disposal schedules.
8. Development of standards for filing equipment and supplies and determination of the best types for particular needs. Review of requests for additional filing equipment to determine that proper types and quantities of equipment are supplied.
9. Development of procedures for coordination of the design and use of forms as related to record-keeping.
10. Development of procedures for simplification of correspondence, in coordination with the Management Office, through the use of form letters, pattern paragraphs and mechanical aids.

SECRET

Approved For Release 2006/04/13 : CIA-RDP70-00211R000900290001-9

Sheet 1

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LITERACY BRANCH

ARCHIVES DIVISION

OFFICE OF THE CHIEF

JUSTIFICATIONS:

1. The position of the Division Chief is now classified as Archivist, P-4. However, the position requirements have changed so that responsibilities for records administration, including procedural analysis, methods improvement and organizational study outweigh the problems of archival administration. It is now necessary to reclassify the position under the Organization and Methods series. Addition of responsibilities produced by the "growing-up" of the Agency demand that the grade be raised during the Current Year to CAF-12 and that provision be made for increase for Fiscal Year 1961 to the CAF-13 level. Facts to support these changes are presented in following paragraphs.

2. Executive Order 9784 requires "the head of each agency to establish and maintain an active, continuing program for the effective management and disposition of its records and for the maintenance of physical custody of and retention of only those records that are needed in the conduct of current business." This Order extends the provisions of the Act of July 7, 1943 governing the destruction of government records. The definition of "records" contained in the Order includes all maps, books, papers, photographs, or other documentary materials regardless of physical form or characteristics. The records of CIA, regardless of security classifications, are not exempted from these provisions.

3. The National Archives has described the duties of the records administrator and has emphasized that the records of an agency can serve executives best if one officer is responsible for continuous direction of all steps in the life history of those records. Executives of the Agency, recognizing these values of records administration, have steadily increased the scope and the volume of responsibilities assigned to the Archives Division. Real progress in the development of efficient records management in CIA has been slow because the rates of pay for Analyst and Archivist positions have not been high enough to attract experienced persons.

4. Agencies in which the most progress has been made toward efficient management of records have classified the top Records Administrator position at from CAF-12 in some small Bureaus to CAF-15 in large Departments. Records Administration problems in CIA are greater in difficulty, and the volume of records is larger than in most agencies of similar size. The unusual requirements of the CIA programs have added many responsibilities which affect the taking, control, use and disposal of the Agency's records.

5. Some idea of the extent of the record collections are gained from statistics collected in August 1960. The rate of accumulation has increased rapidly in the last year, but current information is not available. There were over 6,000 pieces of filing equipment of all types, valued at \$561,000. The total record capacity amounted to 42,000 cubic feet. These files required 51,000 sq. ft. of floor area, including working space. The value of this space is approximately \$84,000 a year.

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Archives Division Office of the Chief

Justifications (continued)

6. The Division has been given a new project to develop plans for, and to establish a microfilm project to provide copies of documents for storage in a secure place as insurance against disaster, to reduce the space required for permanent files, and to speed the various processes of control and use of current records. Specialized equipment is being perfected which may make it feasible to retain only microfilm copies of volumes of records, and to provide users of this film with a mechanical means of finding specific documents and of reproducing, at high speed those documents pertaining to the particular request. Similar projects in other agencies have proved to be good investments.

7. New responsibilities have been given the Division for the control of particularly important highly classified documents which have heretofore, been handled only by high-level offices.

8. The Division has been assigned new responsibilities for the development of procedures for and direction of the work of review of security classifications of documents to effect downgrading at the earliest opportunity.

9. Many other matters which were considered exceptions have now become the responsibility of the Division. During the Fiscal Year just closing, the Division has assumed responsibility for the storage and issue of record copies and the surplus of publications from FBIB, FDB, and JANIS. The NIS publications have now been added. The Division has been given responsibilities for authorizing access to records of the Strategic Bombing Survey and other records at the National Archives. It appears that by Fiscal Year 1951 the Division will be required to exercise technical direction over records systems in all CIA activities including OSS and OPC which have remained as nearly separate organizations. When the ~~new~~ Archives has finished its task of segregating and arranging OSS records, a portion of this activity will be absorbed into the CIA Archives organization.

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ARCHIVES DIVISION RECORDS MANAGEMENT SECTION

INSTRUCTIONS

To provide technical staff assistance to the CIA Records Administrator and Archivist. To make analyses of records procedures and problems and recommend efficient procedures of records preparation, control, use and disposition in all offices of CIA. To make surveys of records in all offices to effect systematic retirement of records no longer active. To advise the Records Administrator on types of supplies and equipment for the purpose of standardization and selection of special types for particular needs. To direct the operation of the CIA Archives for inactive records of permanent value and the Inactive Records Center for ephemeral records. To serve as the operational liaison with the National Archives on records transfer and disposal. The Section Head is to serve as Assistant Chief of the Archives Division and as Division Chief when required.

ACCOUNTABILITIES:

1. The accomplishments of the Section have been small as would be expected since there has been no regular staff during FY 1949. Several recruits for clerical, analyst and the Section Head positions have been processed for employment but all have either refused the offers or have not survived the clearances. Two applicants are now being processed and one analyst is now employed. However, this employee has, by necessity been detailed to the Administrative Records Section to serve, either as Acting Head (for the past three months) or to assist in other duties in that Section during long illnesses of other employees.

2. The Section has received for storage to date approximately 5,000 cubic feet of records. The bulk of these are copies of publications, held for distribution. In the absence of a staff to process these documents a large backlog of work has accumulated in terms of preparation of adequate records of the location, arrangement, value and proper storage. Inactive records have been processed with little or no position as to value because of the immediate, pressing space needs of the office requesting the transfers. A total of 3,600 square feet of space are now required. Since has been allocated for inactive storage up to 6,000 square feet. Records amounting to over 1700 cubic feet have been transferred to the National Archives or other agencies.

3. The Section has given staff assistance to the reorganization of files of two offices, the Office of General Counsel and the Contracts Branch. These two jobs are indicative of the type of activity in which the Section will eventually become engaged. Many requests for this type of services are outstanding, awaiting the employment of records analysts.

4. In August 1948 a survey of the records accumulation in the Agency revealed there were 42,000 cubic feet of records in the custody of various offices, exclusive of ODI and the OSS Archives. Of this survey of 42,000 cubic feet only 2,000 cubic feet

ANSWER

PROVIDER MANAGEMENT SECTION

Accomplishments (continued)

made ready for transfer to the National Archives by July 1, 1952. The percentage of permanently valuable records is unusually large in CIA, while the percentage which may be stored outside of CIA's custody is smaller than for the Federal Government as a whole.

CHARTER VOL. 1, NO. 1, 1952.

1. With a full staff as requested it will be possible to arrange records properly in storage locations and to maintain adequate control records. Upon completion of this assimilation it will be possible to arrange transfers of additional quantities and to process these documents in an efficient manner.
2. The Records Analysts will be available to conduct surveys of records throughout the Agency for the purpose of assisting custodians in segregating valuable from worthless documents and in determining efficient arrangements for documents to be retained. The Uniform Filing System will be installed for administrative records and standard operating procedures will be prepared. The Analysts will be available for training records specialists in key positions in the Agency.
3. Closer coordination will be established between the Management Office and the Records Administrator on matters relating to the making and keeping of records. A program of correspondence simplification through use of form letters, uniform enclosures and mechanical aids will be started.

JUSTIFICATION

1. The Section Head will be required to serve as Assistant Division Chief and as Acting Chief when required. He will have the major responsibilities of the Agency Archivist. He will serve as the operational liaison with the National Archives.
2. The responsibilities of the Section by Fiscal Year 1951 will increase to the extent that the Section Head will have to delegate many of his archival responsibilities to an assistant who should be classified as Archivist P-3. The Section will be delegated technical direction of records activities now under GPO and OIC, though the administrative direction will remain with those Offices.
3. Records surveys will be made by the Archivist, P-3, the Records Analyst, CAM-7 and by the Section Head when required. The Records Examiner will assist in surveys, but will have primary duties in the classification and analysis of records in storage and in the direction of clerical assistance in maintenance of records in storage.

SCIENCE

ODD LIBRARY & ARCH ARCHIVES DIVISION RECORDS & ACTIVITIES SECTION

JUSTIFICATIONS (continued):

4. Typing and general clerical duties for the Section will require the services of a Clerk-Typist during the Current Fiscal Year, or as soon as the Archivist and Analyst employees are on duty. These duties will be routine in nature, involving typing of forms, inventories, memoranda and reports, maintenance of routine records and the filing of documents for the offices of the Section Head.

5. In view of the increasing scope of the records administration program, with the addition of many new duties the request for one new Professional and one clerical position are justified.

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ARCHIVES DIVISION

ADMINISTRATIVE RECORDS SECTION

JUSTIFICATION:

1. The Section will make some gains in the quantities of Administrative documents received. The complexity of requests for files will increase to some extent as more records are received. The Section will receive a greater number of highly sensitive documents for which the most exacting care in handling will be required.
2. It will be necessary to establish a microfilming project to reduce to microfilm large quantities of records for two purposes: (a) to preserve a copy of the most important documents in a separate location as has been determined by the Disaster Plan; and (b) to reduce the volume of records which must be stored for long periods of time. These records will include administrative documents which are normally controlled by the Section, but the large bulk of records to be filmed will be intelligence documents.
3. The Head of the Microfilm Unit must be a very responsible individual with previous experience in microfilming techniques. It will be necessary to allocate this position at a CAF-5 level to secure the type of employee necessary. Material to be filmed must be arranged in exact order and carefully indexed on the film. Unless these operations are performed with almost accuracy, the product, which is fairly expensive, will fail the requirements of the searcher and the labor will be wasted.
4. A minimum of two clerks who will perform the routine duties of preparation of materials, operation of the cameras and indexing of the film will be required in FY 1951.
5. For these responsibilities one CAF-5 and two CAF-3 positions are requested. The addition of this busy and profitable Unit and the addition of requirements for the processing of sensitive documents will require the reclassification of the Section Head.

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ARCHIVES DIVISION

ADMINISTRATIVE RECORDS SECTION

Functions:

To receive all administrative documents entering and leaving the Agency, maintain central control of these records, determine correct routing of them on the basis of the subject content of each document, whether for information or action, and to operate the CIA central file.

Accomplishments:

The Section has processed an ever increasing number of documents. The growth has been from an average of 781 per month during Jan. - June 1947, to 1546 per month for the last half of 1947, to 2035 per month for the first six months of 1948. A reorganization took place at that time so that all routine types were forwarded without recording. This resulted in a sharp decrease so that the average processed per month for the last six months of 1948 amounted to 1062. The first three months of 1949 again showed an increase, so that the average for the first five months of 1949 amounts to 1482 documents processed per month.

Objectives For Fiscal Year 1951:

The present activities of the Section will be continued as at present, but in addition it appears proper to add responsibilities for the filing of certain types of semi-active records in the transition between office files and the Agency Archives. It will be impossible for the Records Management staff to care for records which require frequent servicing. These records can readily be serviced by the Administrative Records Section under present and anticipated conditions. Eventually, this Section may become more involved in the operations of servicing semi-active records, and perhaps will evolve into the staff which actually operates the storage centers while the Records Management Section may become completely engaged in records analysis operations. This will probably not take place during Fiscal Year 1951, however.

The plans call for the creation of a microfilming operation by FY 1951 which will be placed under the Administrative Records Section. The Section is already engaged in microfilming to a limited extent, for the purpose of speeding the handling of documents. This projected operation, however, is for the purpose of reducing the space required for files, and is considered as an entirely new endeavor.

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ARCHIVES DIVISION

TOP SECRET SECTION

FUNCTIONS:

1. To advise and assist the Top Secret Control Officer in the development of efficient procedures for the control and transmission of Top Secret and Registered documents. To recommend to the Top Secret Control Officer the establishment of Area control offices which operate under Alternate and Assistant Top Secret Control Officers. To advise the Top Secret Control Officer on procedures for control and transmission of certain special types of highly classified documents and on special problems involving OPC and OSO which require separate channels for processing.
2. To receive, control and dispatch Top Secret intelligence and administrative documents, all Registered documents and certain special classifications, between the Agency and other agencies of the Federal Government and between offices of the Agency. To maintain continuous control over these documents through Area Top Secret Control Offices. To serve as the Area Control Office for the Office of Collection and Dissemination.
3. To provide filing and research services on active records and to provide archival service for non-current records. To provide storage and issue services for surplus copies of these documents.

ACCOMPLISHMENTS:

The work-load of the Section has grown rapidly during Fiscal Year 1949. During FY 1948 the number of documents processed increased from an average of 147 documents per month during the first half-year to 352 per month for the last half-year. From July through December 1948 the average was nearly static at 342 per month. But the volume has risen sharply again during 1949 so that during the month of May alone the count was 806 documents processed.

On 10 February 1949 the Section took over the duties which had been delegated to the OCD Area Top Secret Control. No adjustment was ~~xxx~~ made in the T/O when this duty was added though a minimum of one man-month per month had been required for its operation. The vacant position on the existing T/O was filled at approximately the same time, so that the duties have been performed satisfactorily by additional clerical help provided on a detail basis.

A study of the situation in early April 1949 revealed an increase in the number of service requests of more than 50% over a four month period. It was revealed that a large back-

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ARCHIVES DIVISION TOP SECRET SECTION (Contd.)

log of clerical work had accumulated as the increase of number of documents to be processed had required the full-time of the Section Head as well as the Clerical staff. In spite of their willingness to work and provision of extra help, in several instances research requirements of the Assistant Director and other high level offices were not completely met though special details were provided. It was shown that the Section had no opportunity to devote time toward either improving his own procedures or rendering advisory services to office of the Agency as is expected of him. The back-log of work continues to grow and cannot be checked so long as the present level of work continues.

OBJECTIVES FOR F Y 1951:

1. The Office of Inspection and Security has made several inquiries into the procedures required for the control of Top Secret documents, looking toward the development of a more efficient means of maintaining a continuous control over each copy of every Top Secret document.
2. The Section has assisted in the development of plans which, it is expected will be operating in FY 1951, whereby it can be determined within a few minutes exactly where each copy of any Top Secret document is at a given time. This complete control can be achieved only with the use of special types of office machines.
3. It is also planned to reduce documents to microfilm whenever such treatment will result in economy of space without undue sacrifice of efficiency. It is possible that special types of office equipment now under development may permit widespread use of microfilm techniques.
4. The Section anticipates that with additional help it will be able to eliminate the back-log and permit the Section Head to devote adequate amounts of time to the improvement of control procedures in all Area Control Offices.

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ARCHIVES DIVISION

TOP SECRET SECTION

JUSTIFICATION:

1. The work-load of the Section has increased during the Fiscal Year just ended by several times. In terms of service requests the increase has been 500 %, with lesser increases in other phases of the work.
2. The complexity of the tasks have increased because of the addition of new types of highly classified, highly sensitive documents which must be controlled and accounted for continuously.
3. The Division Chief has found it necessary to delegate greater responsibilities to the Section Head with regard to the development of plans and procedures for establishing and maintaining continuous controls over highly classified documents. The Office of Inspection and Security has been particularly concerned with the need for increasing the effectiveness of Top Secret Control.
4. Performance of control operations within the Section and maintenance of control over documents as they move from office to office will impose additional clerical duties on the Section which can be performed only with the use of machine techniques and the employment of a Clerk-Typist.
5. The back-log of work for the assimilation into the proper filing system of the large numbers of documents returned to the Section for filing as a portion of the Agency Archives, can be performed only if additional assistance is continuously provided to perform routine typing and other general clerical operations.
6. The Section will become involved, increasingly in the new field of downgrading of security classifications. Such downgrading can take place only after passage of time has made Top Secret classifications no longer necessary. The Section will be required also to advise and assist other control areas in these matters.
7. For these reasons it is believed the requests for addition of one new position and raising the grade of the Section Head are necessary.